

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – PB)

APPLICATION FOR SUBDIVISION APPROVAL

TAX MAP(S): _____ LOT NUMBER(S): _____

THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) REQUEST APPROVAL TO
SUBDIVIDE OR DEVELOP A PARCEL OF LAND IN THE TOWN OF MOULTONBOROUGH AS
FOLLOWS:

NOTE: A LETTER OF AUTHORIZATION IS REQUIRED FROM ALL CURRENT OWNERS.

1) NAME OF ALL CURRENT OWNERS OF RECORD:

2) NAME AND ADDRESS OF AGENT(S), IF ANY:

3) PROPOSED NAME OF SUBDIVISION, IF ANY:

4) TYPE OF SUBDIVISION AND BRIEF DESCRIPTION:

5) TAX MAP(S): LOT NUMBER(S):

A SKETCH OR PLAN IS ATTACHED AS REQUIRED SHOWING PUBLIC ROADS AND OTHER INFORMATION AS REQUIRED IN THE SUBDIVISION REGULATIONS. A LOCUS MAP IS ALSO REQUIRED IN THE SPACE PROVIDED.

LOCUS MAP

6) SECTION 6.6 OF THE MOULTONBOROUGH SUBDIVISION REGULATIONS

SPECIAL INVESTIGATIVE STUDIES:

"PURSUANT TO RSA 36:23 (AS AMENDED), IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, IF THE BOARD DEEMS IT NECESSARY, TO PAY REASONABLE FEES FOR THE REVIEW OF DOCUMENTS, THE COST OF SPECIAL INVESTIGATIVE STUDIES, INCLUDING LEGAL FEES, BOARD ADMINISTRATIVE FEES AND OTHER MATTERS WHICH MAY BE REQUIRED BY PARTICULAR APPLICATIONS."

THE UNDERSIGNED HEREBY APPLIES FOR APPROVAL OF SAID SUBDIVISION AND COVENANTS AND AGREES WITH THE TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE, THAT UPON APPROVAL OF THE FINAL PLAN, TO INSTALL SUCH FACILITIES AS ARE REQUIRED AND TO COMPLETE THE APPLICABLE ROADS TO TOWN SPECIFICATIONS.

UNDER PENALTIES OF PERJURY, I/WE REPRESENT THAT TO THE BEST OF MY/OUR KNOWLEDGE, THE DATA AND INFORMATION HEREBY SUBMITTED TO OBTAIN APPROVAL FOR SUBDIVISION FROM THE TOWN OF MOULTONBOROUGH'S PLANNING BOARD IS TRUE AND CORRECT. IT IS UNDERSTOOD THAT AN APPROVAL BASED ON INCORRECT DATA MAY BE SUBJECT TO REVOCATION. THE PLANNING BOARD MAY REQUEST THAT POSITIVE WRITTEN PROOF OF OWNERSHIP BE PRESENTED WITH AN APPLICATION FOR SUBDIVISION.

DATE: _____

SIGNED: _____

HAVE ALL THE NECESSARY FEES BEEN PAID BY THE APPLICANT?

YES

NO

FEE SCHEDULE FOR APPLICATIONS

NOTE: ALL CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MOULTONBOROUGH AND SHOULD BE ATTACHED WITH THE APPLICATION FOR SUBDIVISION APPROVAL.

HEARINGS:

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Boundary Line Adjustment
\$200

Abutters Notices
\$2 per Abutter + postage, certified mail, return receipt requested

Special/Conditional Use Permit
(fee waived if part of concurrent application)
\$100

ADVERTISEMENT: \$75

NOTE: THE FEES LISTED ABOVE MUST BE RECEIVED BEFORE THE BOARD WILL CONSIDER AN APPLICATION. ALL ABUTTER LETTERS SHALL BE RECEIVED AT THE TIME OF APPLICATION WITH THE FORM LETTERS FILLED OUT READY FOR SIGNATURE, POSTAGE APPLIED AND ALL CERTIFIED MAIL CARDS AND RECEIPTS PREPARED. POSTAGE WILL BE THE RESPONSIBILITY OF THE APPLICANT. FEES PAYABLE TO THE CARROLL COUNTY REGISTRY OF DEEDS ARE THE RESPONSIBILITY OF THE APPLICANT.

PLAT REGISTRATION - *Applicants are responsible for all recording fees.*

All Plans, Plats and Notices of Decision are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

MINUTES:

COPIES OF THE MINUTES AND OTHER PUBLIC INFORMATION WILL BE MADE AVAILABLE TO THE APPLICANT UPON RECEIPT OF \$.50 PER PAGE AND THE REQUIRED POSTAGE. APPLICANTS FOR MAJOR SUBDIVISIONS SHOULD ESTABLISH AN ACCOUNT WITH THE PLANNING BOARD FROM WHICH TO DRAW.

TOTALS:

HEARING FEE	\$ _____
LETTERS TO ABUTTERS	\$ _____
ADVERTISEMENT FEE	\$ <u>75.00</u> _____
POSTAGE	\$ _____
TOTAL	\$ _____

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, New Hampshire 03254**

Authority for Inspection or Examination of Land

The undersigned hereby authorizes the Town of Moultonborough's Planning Board, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map ____ Lot # _____.

This property is the subject of an application presently pending before the Planning Board. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____

Co-Owner: _____

Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion, and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____

Signature _____

Abutters List

Name of Applicant: _____

Property Concerned: Tax Map _____

Lot Number _____

All abutters must be notified of the scheduled hearing by certified mail / return receipt. Said notices to be mailed by the Planning Board at the expense of the applicant not less than ten (10) days prior to the scheduled hearing.

Definition of "Abutter" (RSA 672:3)

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following area abutters to the property: (Attach additional sheets with page numbers as needed.) Please note: You MUST also notify the Owner/Applicant and the Agent(s).

1. **OWNER/APPLICANT** Tax Map _____ Lot Number _____

Name: _____

Address _____

2. **AGENT(S)**

Name: _____

Address _____

3. Tax Map _____ Lot Number _____

Name: _____

Address _____

Abutters list continued

4. Tax Map _____ Lot Number _____
Name: _____
Address _____

5. Tax Map _____ Lot Number _____
Name: _____
Address _____

6. Tax Map _____ Lot Number _____
Name: _____
Address _____

7. Tax Map _____ Lot Number _____
Name: _____
Address _____

8. Tax Map _____ Lot Number _____
Name: _____
Address _____

9. Tax Map _____ Lot Number _____
Name: _____
Address _____

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347**

-DATE-

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Planning Board will hold a ***Submission Hearing*** on _____
on a proposed _____ for _____ located on
_____, Tax Map _____ Lot _____. This ***Submission
Hearing*** will be the _____ hearing scheduled at this meeting which begins at 7:00 P.M.

A Public Hearing possibly could be scheduled to immediately follow the ***Submission
Hearing*** if the application is accepted as complete for Board action.

This hearing will be held at the Moultonborough Town Offices. You are an abutter to this land and if you wish to be heard, please either attend the hearing or send a letter or representative.

For further information you may call the Office of Development Services Monday - Thursday 7:30 AM - Noon & 12:30 PM - 4:00 PM, Friday 7:30 AM – 11:30 AM. The telephone number is (603) 476-2347.

Yours truly,

**Bonnie L. Whitney
Administrative Assistant**

*If the ***New Submission*** is not accepted as complete, the Applicant is responsible for the re-notification of Abutters.

MOULTONBOROUGH PLANNING BOARD

UNIT DENSITY CALCULATION SHEET

Subdivision Name: _____ Total Acreage: _____

Date: _____ Prepared By: _____

	A	B	C	D	E	F	G	H	I	J	K
Lot	Soil Group	Slope	Minimum Lot Size In Square Feet	Total Area In Square Feet	<u>AREA TO BE EXCLUDED IN SQUARE FEET</u>					Total Excluded Area in Square Feet	Allowable Units
					Well Radii (8.4C)	Street Area (7.1C)	Shorefront Lot (8.1B)	Wet Areas (6.1C)	Other (Explain)		

1

2

3

4

5

Column D Total: _____ ÷ 43,560 = Acres Total Allowable Units: _____

Certified Mail Procedure

1. Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254.
2. Fill out one abutter letter as shown in application package.
3. Fill out "Receipt for Certified Mail" as shown.
4. Fill out the Return Receipt Post Card as shown.
5. Place "Receipt for Certified Mail" and Return Receipt Post Card for each abutter under flap of envelope and submit to the Land Use Office with your application and check for fees.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee and Return Receipt Fee.

Certified Return

1. Abutter's Name and Address
2. Record Article Number
(Transfer sticker number from top portion of certified mail receipt)
3. Service Type: Check box for Certified Mail
4. Address front of card "Sender" with the following address:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254



PLEASE INSURE YOU RETURN A
COMPLETED CHECK LIST COMPLETE WITH
WAIVER LETTER IF REQUIRED!

Subdivision Application Checklist

All proposed subdivision plans must be submitted to the Planning Board accompanied by a subdivision application form and checklist, available from the Office of Development Services. All forms and checklist must be completed by the applicant and filed with the Land Use Office along with all required submittals, no later than 14 business days prior to a scheduled hearing. A complete application will not be accepted by the board unless it meets all the applicable requirements outlined below. If all data is not available, please contact the Land Use Office to reschedule your hearing. All submission requirements become part of the final application according to regulation 4.6. Due to application specific conditions, the following checklist may be amended at the discretion of the Planning Board.

Subdivision Review Checklist

Project Name:
Tax Map____, Lot ____

<u>Sub.Div. Reg.</u>		<u>Y</u>	<u>N</u>	<u>N/A</u>
Section 4.3 (A)	5 copies of application			
Section 4.3(A)(2)	Names and mailing addresses of all abutters			
Section 4.3 (D)	Fees Paid			
Section 4.3(A)(1)	Proposed Subdivision Name			
Section 4.3(A)(1)	Name and Address of Owner of Record			
Section 4.3(A)(1)	Name of Subdivider, surveyor or engineer			
Section 4.3(A)(1)	Date			
Section 4.3(A)(1)	North Point			
Section 4.3(A)(1)	Scale of not more than 1:100			
Section 4.3(A)(1)	Tax Map page and parcel Number			
Section 4.3(A)(3)	Abutting Subdivision Names			
Section 4.3(A)(3)(6)	Existing and Proposed Streets, names, width			
Section 4.3(A)(3)	Easements			
Section 4.3(A)(3)	Setbacks			
Section 4.3(A)(3)	Alleys			
Section 4.3(A)(3)	Parks			
Section 4.3(A)(3)	Public Open Spaces			
Section 4.3(A)(4)	Location and dimensions of property lines			
Section 4.3(A)(4)	Existing Easements			
Section 4.3(A)(4)	Proposed Easements			
Section 4.3(A)(4)	Existing and proposed buildings			
Section 4.3(A)(4)	Water courses			
Section 4.3(A)(4)	Ponds or Standing Water			
Section 4.3(A)(4)	Wetlands			
Section 4.3(A)(4)	Rock Ledges			
Section 4.3(A)(4)	Rights-of-Way			
Section 4.3(A)(5)	Water mains			
Section 4.3(A)(5)	Sewer lines			
Section 4.3(A)(10)	Bridges, Culverts, Drains			
Section 4.3(A)(5)	Electric utilities			
Section 4.3(A)(5)	Location and results of Percolation test Pits/holes			
Section 4.3(A)(5)(11)	Soils Info - For on-site Water and Sewer			
Section 4.3(A)(5)	Well Radius			
Section 4.3(A)(6)	Location and widths of Right-of-Ways			
Section 4.3(A)(6)	Location and widths of pedestrian ways			

<u>Sub.Div. Reg.</u>		<u>Y</u>	<u>N</u>	<u>N/A</u>
Section 4.3(A)(6)	Points to indicate topography of streets			
Section 4.3(A)(7)	Boundaries of proposed permanent easements over private property			
Section 4.3(A)(8)	Area of proposed lots in Sq.Ft. (up to 5 acres, "5.01" acres for over)			
Section 4.3(A)(9)	Location and description of land to be dedicated to Public Use			
Section 4.3(A)(9)	Deed restrictions (For Public Use Lands only)			
Section 4.3(A)(10)	Proposed location and size of bridges and culverts			
Section 4.3(A)(11)	Soils and Slopes Information (for lots with on-site septic)			
Section 4.3(A)(11)	2-ft contours for construction areas, 5 ft. for remainder of lot			
Section 4.3(A)(12)	All lines and bearings to 0.00" and 1 minute (bearings)			
Section 4.3(A)(12)	Not exceeding 1 in 5,000 error of closure for blocks by streets			
	Off site geographic facts within 200' pertaining to app. Including:	N/A	N/A	N/A
Section 4.3(A)(13)	intersections			
Section 4.3(A)(13)	driveways			
Section 4.3(A)(13)	utility construction			
Section 4.3(A)(13)	water sources			
Section 4.3(A)(13)	wetlands			
Section 4.3(A)(13)	shoreline			
Section 4.3(A)(13)	structures			
Section 4.3(A)(13)	other that may impact on application			
Section 4.3 (B)	Fully completed Checklist			
Section 4.3 (B)	Name and Address of all engineers/surveyors/architects w/ seals on plan			
Section 4.3 (C)	Written conf. that M. Fire Dept. has one copy of plat for review			
Section 4.3 (E)	Future street systems if part of larger parcel			
Section 4.3 (F)	(If infrastructure to be publicly owned) cond. Title accept. to Legal			
Section 4.3 (G)	Statement that temp. stakes have been driven to indicate roadways			
Section 4.3 (H)	Copy of Deed restrictions			
Section 4.3 (H)	Copy of conservation easements			
Section 4.3 (H)	Copy of Condominium declarations			

<u>Sub.Div. Reg.</u>		<u>Y</u>	<u>N</u>	<u>N/A</u>
Section 4.3 (H)	Copy of restrictive Covenants, etc.			
Section 4.3 (I)	Written Auth. From owner to represent (If not owner)			
Section 4.5 (A)	Written Request for any waivers			
Section 6.2 (B)	Fire Fighting Infrastructure Avail.? (Hydrants, etc.)			
Section 6.3 (A)	In FEMA Flood Zone?			
Section 7.1 (A)	Width of blocks not less than 300 feet nor longer than 1200 feet			
Section 7.1 (B)	Lot not 4 x longer than width			
Section 7.2 (D)(1)	Min. ROW 50'			
Section 7.2 (D)(2)	Min. Road width 22' (Collector) 18' (Local)			
Section 7.2 (D)(3)	Min. Grade 0.5%			
Section 7.2 (D)(4)	Max. grade 12%			
Section 7.2 (D)(5)	Max. Grade within 50' of Intersection 3%			
Section 7.2 (D)(6)	Min. Angle of intersections 60 degrees?			
Section 7.2 (D)(7)	Min. Shoulder width 4'			
Section 7.2 (D)(8)	Min. Centerline radii on curves 150'?			
Section 7.2 (D)(9)	Min. Tangent on reverse curves 100'?			
Section 7.2 (D)(10)	Min. Crown of 1/4" per foot?			
Section 7.2 (D)(11)	Dead End/Cul-de-Sac min. centerline diameter 130'?			
Section 7.2 (D)(11)	Cul-De-Sac min. paved or graveled diameter 100'?			
Section 7.2 (D)(12)	Ditched 1' below shoulder edge?			
Section 7.2 (D)(13)	Slopes 2:1 earth/1:4 ledge? (Hor. : Ver.)			
Section 7.2 (D)(13)	Fill under 10' 4:1			
Section 7.2 (D)(13)	Fill over 10' 2:1			
Section 7.2 (D)(14)	Sub-base 12" of 3"-6" crushed gravel			
Section 7.2 (D)(15)	Base 3" of 1/2" crushed gravel			
Section 7.2 (D)(16)	2" binder, 1" finished coarse paving?			
Section 7.2 (D)(17)	Grading, loaming to 2" and seeding of slopes,			
Section 7.2 (D)(18)	Drainage 50 year storm?			
Section 7.3 (B)	NHDOT Driveway Permit on Class I-III Roads?			
Section 7.3 (C)	Town Driveway Permit?			
Section 7.3 (D)	Driveway dimensions?			
Section 7.3 (D)	Driveway sight distance indicated?			
Section 7.3 (D)(1)	Driveway width less than 50' (35' pref.)			
Section 7.3 (D)(2)	Street intersections at right angles (if possible)			
Section 7.3 (D)(3)	No street jogs of under 125'?			
	Site Distance:	N/A	N/A	N/A
Section 7.3 (D)(5)(1)	30 mph - 200'			

<u>Sub.Div. Reg.</u>		<u>Y</u>	<u>N</u>	<u>N/A</u>
Section 7.3 (D)(5)(2)	31-40 mph - 275'			
Section 7.3 (D)(5)(3)	41-50 mph - 350'			
Section 7.3 (D)(5)(4)	>50 mph - 400'			
Section 7.3 (E)	No more than 2 access points for <500' frontage?			
Section 7.3 (E)	No more than 3 access points for >500' frontage?			
Section 7.3 (F)	Frontage over 600' creating service road/internal street?			
Section 7.4 (C)	18" min. drainage lines (if closed system)?			
	Subdivisions w/Water Access	N/A	N/A	N/A
Section 8.1 (A)	Meets Min. Lot size in Art. III Table I			
Section 8.1 (B)	Meets requirements if common use			
Section 8.1 (C)	Min. Lot dimensions for waterfront lots			
Section 8.1 (D)	Parking Space for water access			
Section 8.1 (E)	Meets boating/Swimming Area delineation			
Section 8.1 (E)(5)	No dock, etc. within 20' of lot lines			
Section 8.3	Meets regulations for condo conversion (if appl.)			
Section 8.4	Meets regulations for Community Water system (if appl.)			

Discretionary Information

The following items may be required by the Planning Board for any application. All such applicants should: (a) be prepared to provide any or all of the items if requested by the Planning Board during the acceptance review, or; (b) submit a written request for a waiver with the application giving reasons for this waiver. All applicants for subdivisions are encouraged to request preliminary review procedures prior to the formal submission of an application to determine the need for discretionary studies.

Applicant	Planning Board			Reference
()	()	1.	A high intensity soil survey of the property conducted by a (qualified or certified) soil scientist.	4.3(A) 10, 4.9, 6.5
()	()	2.	An environmental impact Study (scope to be determined by the Planning Board).	6.5
()	()	3.	A fiscal impact study (scope to be determined by the Planning Board).	4.9, 6.5
()	()	4.	A traffic impact study (scope to be determined by the Planning Board).	4.9, 6.5
()	()	5.	A landscaping plan as Proposed by the applicant.	4.3
()	()	6.	A legal review of covenants, restrictions or easements paid for by the applicant.	4.3A(8), 4.9
()	()	7.	Breakdown list of items Needed for bonding or letter of credit. This to be determined by the Board.	4.13

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

Monday through Thursday	7:30 A.M. To 12:00 P.M. 12:30 P.M. To 4:00 P.M.
Friday	7:30 A.M. To 11:30 A.M.

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

Planning Board

Second and Fourth Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified



**Town of Moultonborough
Office of Development Services Fee Schedule**

Planning Board Fees
(Effective August 1, 2010)

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Site Plan Review
\$250

Boundary Line Adjustment
\$200

Voluntary Merger
\$0

Special or Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plats, Notices of Decision and Planning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Zoning Board Fees
(Revised May 12, 2008)

Application & Hearing Fees

Variance
\$100

Special Exception
\$100

Equitable Waiver of Dimensional Requirements
\$100

Re-Hearing

\$100 - Hearing Fee

Appeal of Administrative Decision Fees

\$200 - Application Fee (Non-Refundable)

\$200 - Hearing Fee

\$200 - Re-Hearing Fee (If Granted by ZBA)

Plat Registration

Applicants are responsible for all recording fees.

All Zoning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Abutters Notices for all Planning & Zoning Applications

\$2 per Abutter + postage, certified mail, return receipt requested.

Advertisement Fee for all Planning & Zoning Applications
\$75

Hard Copies
\$0.50 per page.

Electronic Document Transmittal
\$5.00 per transmitted document